HOPE AND EMPOWERMENT FOUNDATION GH LBG (HEF-GH)
Franco Estates, Ga North Municipality, Accra, Ghana
Tel: +233 547 897 478 | Email: info@hopeempowermentfoundationgh.org | TIN: C0066381088

Our Ref: HEF-GH/GRA/CO-RENEWAL/2026/001

Date: _____ July 2026

The Commissioner-General
Domestic Tax Revenue Division
Ghana Revenue Authority
Head Office, Accra
Through: The Head, Achimota Taxpayer Service Centre

Dear Sir,

RE: APPLICATION FOR RENEWAL OF APPROVAL AS A CHARITABLE ORGANISATION — 2027

We write further to the Commissioner-General's letter of approval, Ref. DTRD/EXM/12/2025, dated December 23, 2025, in which Hope and Empowerment Foundation GH LBG (TIN: C0066381088) was approved to operate as a Charitable Organisation pursuant to section 97(1) of the Income Tax Act, 2015 (Act 896), for the period expiring 31st December 2026.

As our current approval is due to expire on 31st December 2026, we respectfully apply for its renewal for the 2027 period, in accordance with the terms of the said letter, which provides that the approval "may be renewed subject to your compliance with the aforementioned conditions and applicable tax laws."

In support of this application, we confirm and enclose evidence that Hope and Empowerment Foundation GH LBG has, throughout the approval period, continued to satisfy the requirements of section 97(2) of Act 896, namely that the organisation:

1. Continues to operate as a charitable institution of a public nature, in accordance with its written constitution;
2. Has not engaged in any party political activity, nor supported any political party, nor used its platform for party politics;
3. Has not undertaken any function outside those specified for a charitable organisation under the Act; and
4. Has not conferred any private benefit on any individual, other than in pursuit of its charitable functions.

We further confirm that Hope and Empowerment Foundation GH LBG continues to fulfil its tax obligations under the applicable tax laws, including the filing of returns in respect of Value Added Tax (VAT), the National Health Insurance Levy (NHIL), the Ghana Education Trust Fund Levy (GETFL), Withholding Taxes, and PAYE, as applicable to the organisation's operations.

We enclose the following in support of this application:

1. A copy of the Commissioner-General's original approval letter (Ref. DTRD/EXM/12/2025, dated 23 December 2025);

2. HEF-GH's Certificate of Incorporation (ORC Reg. No. CG074131025) and current NPO Secretariat Licence (No. NPOS/GR01/LN03083/25);
3. HEF-GH's Annual Activity Report for the 2026 reporting year;
4. HEF-GH's Trial Balance / financial statement as at 30 June 2026; and
5. Such other documents as the Division may require, which we will provide promptly upon request.

We would be grateful if the Commissioner-General would kindly consider and approve the renewal of our Charitable Organisation status for the 2027 period, and we remain available to furnish any additional information or clarification that may be required to support this application.

Thank you for your continued support of Hope and Empowerment Foundation GH LBG's charitable work.

Yours faithfully,

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REV. FRANCIS KOFI TAKYI ADAMS
Founder, Executive Director & CEO
Hope and Empowerment Foundation GH LBG (HEF-GH)

Cc:
Head, Achimota Taxpayer Service Centre
Director, Accra West Area Office